

GENERAL SERVICES ADMINISTRATION
Authorized Federal Supply Schedule Price List

Schedule Title:	The Professional Services Schedule (PSS)
Industrial Group:	00CORP
Contract Number:	GS23F0031W
Contract Period:	February 18, 2010 to February 17, 2020
Contractor:	JayBro Group LLC 4021 Murdstone Court Fairfax, VA 22033 Tel: 7033521952 Fax: 7033522462 Website: www.jaybrogroup.com E-mail: kwilson@jaybrogroup.com
Contract Administrator:	Keitha Wilson
Business size:	Small, minority, woman-owned Prices Shown Herein are Net (discount deducted)
Effective Date:	December 08, 2016

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu driven database system. The INTERNET address for *GSA Advantage!* is: **GSAAdvantage.gov**.

Corporate Overview

JayBro Group LLC (JayBro) is a licensed certified public accounting (CPA) firm specializing in financial accounting systems evaluation, design, and improvement; budget and cash management; financial controls; and cost analyses.

JayBro is a small, minority and woman-owned firm headquartered in Fairfax, Virginia. The firm was founded as a sole proprietorship in 1998 by Keitha Wilson, CPA, and began operations as a Limited Liability Company in 2004. Keitha Wilson, the JayBro Managing Member, has 20+ years of experience in auditing, accounting, and financial operations management and analysis. Her industry areas include Federal agencies, real estate development, and mortgage banking. Ms. Wilson has assembled a group of dedicated, professional consultants who have a proven track record of providing services to Federal Government organizations.

Federal Government organizations served by members of the JayBro team include Department of Health and Human Services (HHS), Health Resources and Services Administration(HRSA); Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), Securities and Exchange Commission (SEC), Centers for Medicare and Medicaid Services (CMS), Department of Housing and Urban Development (HUD), Department of Education (Education), Federal Aviation Administration (FAA), Administrative Office of the United States Courts (AOUSC), Small Business Administration (SBA), Defense Logistics Agency (DLA), and National Oceanic and Atmospheric Administration (NOAA).

Customer Information

1a. Awarded Special Item Numbers

520-9 Recovery Audits: The Contractor shall provide recovery audit services. This may include but is not limited to audits performed to recover funds resulting from over-payments, duplicate payments and underpayments.

520-11 Accounting: The Contractor shall provide accounting services. This may include but is not limited to transaction analysis, transaction processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classifying accounting transactions and special studies to improve accounting operations.

520-12 Budgeting: The Contractor shall provide budgeting services. This may include but is not limited to assessing and improving the budget formulation and execution processes, conducting special reviews to resolve budget formulation or budget execution issues and providing technical assistance to improve budget preparation or execution processes.

1b. Pricing

SIN 520-09 – Recovery Audits						
Labor Category	02/18/2016 to 02/17/2017	02/18/2017 to 02/17/2018	02/18/2018 to 02/17/2019	02/18/2019 to 02/17/2020		
Manager I	\$109.25	\$111.44	\$113.67	\$115.94		

SIN 520-11 – Accounting						
Labor Category	02/18/2016 to 02/17/2017	02/18/2017 to 02/17/2018	02/18/2018 to 02/17/2019	02/18/2019 to 02/17/2020		
Principal II	\$246.45	\$251.38	\$256.41	\$261.53		
Manager II	\$121.53	\$123.96	\$126.44	\$128.97		
Manager I	\$109.25	\$111.44	\$113.67	\$115.94		
Staff Accountant II	\$81.03	\$82.65	\$84.30	\$85.99		
Staff Accountant I	\$73.66	\$75.13	\$76.64	\$78.17		
Accounting Technician	\$56.83	\$57.97	\$59.13	\$60.31		

SIN 520-12: Budgeting						
Labor Category	02/18/2016 to 02/17/2017	02/18/2017 to 02/17/2018	02/18/2018 to 02/17/2019	02/18/2019 to 02/17/2020		
Principal II	\$246.45	\$251.38	\$256.41	\$261.53		
Principal I	\$241.66	\$246.50	\$251.43	\$256.46		
Manager II	\$121.53	\$123.96	\$126.44	\$128.97		
Manager I	\$109.25	\$111.44	\$113.67	\$115.94		
Staff Accountant II	\$81.03	\$82.65	\$84.30	\$85.99		
Staff Accountant I	\$73.66	\$75.13	\$76.64	\$78.17		

1c. Labor Category Descriptions

Job Title: Principal II

Experience: Minimum eight (8) years of experience

Functional Responsibility: Responsible for client/auditee handling, quality control, supervision of audit teams, and resolution of significant audit, accounting and reporting issues. Also responsible for overall contract management and the ultimate delivery of professional quality products. Provide the technical and managerial skills to ensure that all products and deliverables meet the client's requirements and deadlines.

Education: Bachelor's Degree and CPA.

Job Title: Principal I

Experience: Minimum eight (6) years of experience (with CPA or advanced degree, otherwise 10 years)

Functional Responsibility: Responsible for engagement planning, development of formal documentation and engagement programs to guide the efforts of more junior personnel, and review and supervision of engagement team members. Also responsible for overall contract management and the ultimate delivery of professional quality products. The Principal will provide the technical and managerial skills to ensure that all products and deliverables meet the client's requirements and deadlines.

Education: Bachelor's Degree.

Job Title: Manager II

Experience: Minimum six (5) years of experience (with CPA, advanced degree, or subject matter expertise, otherwise 7 years)

Functional Responsibility: On financial audit assignments, Manager II's, are responsible for daily management of the engagement including, but not limited to, discussing audit findings with client/auditee personnel, drafting and reviewing audit reports, supervision of senior and junior auditors, periodic formal and informal status briefings to clients, developing audit programs, preparing status reports and providing technical assistance on complex accounting and/or auditing issues. On non-financial audit assignments, the Manager II is similarly responsible for staff supervision, overall planning and client contacts assisted as necessary by subject matter experts.

Education: Bachelor's Degree or equivalent experience with subject matter expertise.

Job Title: Manager I

Experience: Minimum four (4) years of experience (with CPA or subject matter expertise, otherwise 5 years).

Functional Responsibility: On financial audit assignments, Manager I's, are responsible for daily management of the engagement including, but not limited to, discussing audit findings with client/auditee personnel, drafting and reviewing audit reports, supervision of senior and junior auditors, periodic formal and informal status briefings to clients, developing audit programs, preparing status reports and providing technical assistance on complex accounting and/or auditing issues. On non-financial audit assignments the Manager I is similarly responsible for staff supervision, overall planning and client contacts assisted as necessary by subject matter experts.

Education: Bachelor's Degree or equivalent experience with subject matter expertise.

Job Title: Staff Accountant II

Experience: Minimum of one (1) year or prior audit internship and work experience or an advanced degree.

Functional Responsibility: Staff II Accountants are responsible for performing auditing procedures including complex auditing procedures under the supervision of Manager. Responsibility encompasses audit tests (both internal control and substantive) as well as vouching transactions, verifying, recalculating account balances, and account reconciliations.

Education: Bachelor's Degree.

Job Title: Staff Accountant I

Experience: Entry-level

Functional Responsibility: Staff I Accountants are responsible for performing less complex auditing procedures and tests including preparation of reconciliations, vouching transactions, verifying and recalculating account balances.

Education: Bachelor's Degree.

Job Title: Accounting Technician

Experience: Minimum two (2) years of experience

Functional Responsibility: Perform accounting duties, such as reconciliation, maintenance, and monitoring of accounts; and compilation of data based on knowledge of bookkeeping practices, organizational operations, and financial systems; and performs related duties as required.

Education: Associate Degree in Accounting or equivalent experience, which includes a high school diploma and basic computer skills.

2. Maximum Order: \$1,000.000.00

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic delivery only

5. Points of Production: Fairfax County Virginia

6. Discount from list Prices: None

7. Quantity Discounts: None

8. Prompt Payment Terms: 0% Net 30

9a. Contractor does accept use of Government Commercial Credit Card below the mircopurchase threshold.

9b. Contractor does accept use of Government Commercial Credit Card above the mircopurchase threshold.

10. Foreign items: N/A

11a. Time of Delivery: As negotiated and agreed upon by ordering agency and contractor.

11b. Expedited delivery: Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery: None

11d. Urgent requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering agency, any orders(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB point(s): Destination

13a. Ordering Address: JayBro Group LLC
4021 Murdstone Court
Fairfax, VA 22033
Attention: Keitha Wilson
Tel: 703.352.1952
Fax: 703.352.2462
E-mail: kwilson@jaybrogroup.com

13b. Ordering Procedures: Supplies and services, ordering procedures, information on blanket purchase agreements (BPAs). And a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: JayBro Group LLC
4021 Murdstone Court
Fairfax, VA 22033

15. Warranty Provision: None

16. Export packing charges: N/A

17. Terms and conditions of Government Purchase Card Agreement: N/A

18. Terms and conditions of rental maintenance and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts: N/A

20a. Terms and conditions of any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventative maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. Section 508 Applicability: N/A

25. DUNS Number: 092886717

26. Notification Regarding Central Contractor Registration: Registered